POSITION DESCRIPTION

Position Title: School Visits Coordinator
Organisation Unit: School of Human Movement and Nutrition Sciences
Position Number: 3044121
Type of Employment: 0.6 FTE, Fixed term until 31 December 2019
Classification: HEW Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:
- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: http://habs.uq.edu.au/

School of Human Movement and Nutrition Sciences (HMNS)

The School of Human Movement and Nutrition Sciences’ vision is an international leader in the study of human movement and nutrition, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School is consistently ranked in the World’s Top 5 and holds a leadership position in its field in the Australian tertiary environment. It is highly regarded for its teaching, research and community outreach programs. The current staff profile shows 47 FTE academic staff, 11 FTE research staff and 21 professional staff. There are approximately 100 enrolled research higher degree students, and the total EFTSL of all enrolled students at undergraduate and postgraduate levels is approximately 1050.

The School of Human Movement and Nutrition Sciences operates through a committee structure with delegated responsibilities and regular meeting times. The School Executive Committee has as its function to provide advice to the Head of School on matters related to strategic planning and resource allocation (including overall budgeting, resource allocation for equipment & facilities, and workload profiling & duties allocations). Membership consists of the Head of School, professorial staff, School Manager and the directors of the major School committees: Teaching &
Learning Committee and Research Committee and the Engagement Committee. Other committees which meet less frequently include the Information Workplace Health and Safety Committee and Equity Committee.

The School offers four (4) undergraduate degrees: the Bachelor of Exercise and Sport Sciences (Hons), Bachelor of Clinical Exercise Physiology (Hons), Bachelor of Health, Sport and Physical Education (Hons) and a Bachelor of Exercise and Nutrition Sciences with a “provisional pathway degree” from the Bachelor of Exercise and Nutrition Sciences to the Master of Dietetics Studies. The School also contributes into the Bachelor of Arts (Sports Studies) and the Bachelor of Health Sciences. The School offers a wide suite of postgraduate coursework programs in the areas of Clinical Exercise Physiology, Dietetics, Sports Coaching, Sports Medicine, and Sport and Exercise Psychology. Further details about the School’s teaching programs, the research interests of academic staff, and other information about the School may be accessed on the School’s web site at http://www.hmns.uq.edu.au.

The School currently has four established research centres:

- Centre for Research on Exercise, Physical Activity and Health
- Centre for Sensorimotor Performance
- Centre for Sport and Society
- Centre for Dietetics Research.

The School encourages staff to work across research centres, to facilitate cross-fertilisation of theories and methods, and to form close affiliations with colleagues and projects within the faculty and across the University. The School’s operations include over $23 million in operating funding and $2.5 million in research grants and service income.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

To manage, coordinate and administer the development and implementation of initiatives for the School Practicum Visits Program, and provide the ongoing management (financial, resources, staffing) of these services.

Duties

Duties and responsibilities include, but are not limited to:

- Management of the operation and daily affairs of the HMNS School Visits Program.
- Primary contact between HMNS and schools/clients.
- Coordination of school practicum visits – school bookings, confirmations, room bookings, organisation of equipment, organisation of staff schedule (if required).

- Primary delivery of school practicum visits as appropriate.

- Recruit and train additional Program Instructors (if required) for school practicum visits (exercise physiology, motor control, isokinetic strength, biomechanics and anthropometry).

- Design and implement specialised schedules/offerings for selected school practicum visits.

- Ensure client satisfaction and follow up on feedback for all programs.

- Updating Electronic Registration System for all program components.

- Produce monthly and yearly reports for the School Manager.

- Responsibility for the growth in school visit metrics (number of visits annually).

- Produce an annual budget for the program, process staff appointments, and facilitate invoicing.

- Represent HMNS and proactively promote the program to schools and other potential clients, including site visits as indicated.

- Dissemination of information and promotional material to clients and other appropriate bodies, in conjunction with the Faculty Marketing team.

- Assist clients with queries and deliver appropriate information (phone, email, in person).

- Defuse confrontational situations with clients.

- Create and maintain client/school contact databases.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University’s Code of Conduct](#)

- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School

- the adoption of sustainable practices in all work activities and compliance with associated legislation and related [University sustainability responsibilities and procedures](#)

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the School Manager, School of Human Movement and Nutrition Sciences, University of Queensland.
SELECTION CRITERIA

*Essential*

- Completion of an undergraduate degree; or an equivalent combination of relevant experience and/or education/training.
- Excellent organisation, time management, written and oral communication skills.
- Demonstrated ability to effectively communicate with students, clients and stakeholders at all levels.
- Ability to work as a leader, as well as independently and as part of a team.
- Sound knowledge of University procedures, policies, and processes.
- High level knowledge of Microsoft Office software and general office equipment.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a part-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to habs-hr-advisory@uq.edu.au